

~~CONFIDENTIAL~~

Security Information

GSO CAREER SERVICE ACTIVITIES

16 October - 15 November 1953

1. Promotions processed within General Services Office 22
2. Employees released for transfer to other types of work in other CIA Offices 3
3. Number of GSO employees attending the 12th Agency Orientation Course conducted by the Office of Training during the period 3 - 6 November 1953 18
4. Employees requesting Agency approval to engage in non-CIA school courses secured on their own initiative, their own time, and at their own expense. 0
5. Employees who entered training courses at CIA expense or on CIA time. (See attached list)
6. Tours of our [REDACTED] 25X1A6a
Virginia, were conducted during this period for a total of twenty-eight (28) Agency employees representing a total of four (4) different Offices.
7. The files of three (3) Agency employees were referred for consideration for GS Career Designations. Recommendations were made by GSO that two of the files, which were of employees presently overseas, be referred to the Logistics Office Career Service Board for consideration, based on present assignments and past experience of the individuals concerned. The other was a file on an employee in the departmental area presently being shopped for reassignment. Inasmuch as GSO had no vacancy for which to consider him, we recommended that his career designation be determined at such time as the Personnel Office was able to reassign him. 25X1A9a
[REDACTED]
8. A total of twenty-two (22) Area Records Officers and thirteen (13) employees of GSO attended a meeting during this period, at which a representative of the Incentive Awards Committee explained the program and the manner in which Area Records Officers would be able to qualify for an award.
9. During this period the General Services Office conducted a training course, which had been developed in cooperation with the CIA Emergency Planning Officer, dealing with the "Operation of the Vital Materials Repository." The purpose of this course was to familiarize the respective Area Records Officers with the surroundings, files, and facilities to be employed in the event of an emergency. An outline of the program is as follows:

~~CONFIDENTIAL~~
Security Information

~~CONFIDENTIAL~~


Security Information

GSO CAREER SERVICE ACTIVITIES

16 October - 15 November 1953 (Continued)

- a. Review of Agency Vital Materials Program Procedure, emphasizing functions and activities assigned to the Repository.
- b. Detailed instruction in Repository procedure for the processing of material, including receiving and receipting for new material, coding new material, and preparing inventory controls for new material.
- c. Explanation of Repository document classification system.
- d. Instruction in all filing procedures and techniques, including withdrawal and disposition system.
- e. Review by individual Area Records Officers of files for which they are responsible.
- f. Explanation and demonstration of and instruction in the machine index procedure.
- g. Discussion of special problems confronting the Repository, including the indexing of microfilm.

This course was conducted in two sessions, held at the Repository on 21 October and 28 October 1953. Ten (10) Area Records Officers participated in the first class and thirteen (13) in the second. In discussions with individuals following the close of the course, it was felt that the reaction to the training was favorable.


Chairman,
GSO Career Service Board

25X1A9a

~~CONFIDENTIAL~~

Security Information

Sanitized - Approved For Release :
CIA-RDP78-00699A000100060006-6

Security Information

GSO PERSONNEL WHO HAVE ATTENDED VARIOUS TRAINING COURSES
ON CIA TIME OR AT CIA EXPENSE

(16 October - 15 November 1953)

| <u>Name</u> | <u>Present Title</u> | <u>Present Grade</u> | <u>School</u> | <u>Course</u> | <u>Dates Attended</u> |
|-----------------------------|------------------------|--|---|-------------------------------------|-----------------------|
| [REDACTED] | Tab Equipment Operator | GS-4 | IBM School Washington, D.C. | 402 Basic Tabulator | 10/26/53 - 11/6/53 |
| | " | GS-4 | " | 407 Basic Tabulator | 10/26/53 - 11/6/53 |
| | " | GS-3 | " | General Machine Operation | 10/26/53 - 11/1/53 |
| | " | GS-3 | " | General Machine Operation | 11/2/53 - 11/23/53 |
| | " | GS-3 | " | 024 Key Punch and Machine Operation | 11/2/53 - 11/23/53 |
| | " | GS-4 | " | Wiring Principles | 10/26/53 - 11/6/53 |
| | " | GS-4 | " | Wiring Principles | 10/26/53 - 11/6/53 |
| | Tab Project Planner | GS-9 | " | 602A Calculator Wiring | 11/9/53 - 11/23/53 |
| | Mail & File Clerk | GS-4 | CIA Office of Training | Typing II | 11/9/53 - 11/27/53 |
| | Tab Equipment Operator | GS-4 | " | Typing I | 11/9/53 - 11/27/53 |
| Util. & Movement Technician | GS-5 | Columbia School of Drafting, Columbia Technical Institute, Washington, D. C. | Architectural Drafting, Lettering & Symbols, Details of Bldg. Construction, Blueprint Reading, and related subjects | 11/1/53 - 1/31/55 | |

25X1A9a

Sanitized - Approved For Release :
CIA-RDP78-00699A000100060006-6